



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-37
October 15, 2015**

**NOTICE OF VACANCY
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POSITION: Administrative Assistant III

DEPARTMENT: Council on Aging

SALARY: M-3 \$41,775 -\$45,222

HOURS: Monday – Friday 8:30 am – 5:00 pm 37.5 hours weekly

Statement of Duties: Employee provides a range of clerical and administrative duties in support of the department's day-to-day operations. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Director of Elder Services, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

Supervisory Responsibility: Employee is not required to regularly supervise other town employees, but may be asked to supervise volunteers as needed, at the request of the Director. The employee provides direction and training to other office staff as required.

Confidentiality: In accordance with the State public relations law, employee has access to confidential information of the department such as personnel and department records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, jeopardized programs, and adverse public relations.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some case may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, staff in other departments, vendors and volunteers, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure is similar to that found in an office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assists the Director in the development and maintenance of a variety of budgets, such as the annual municipal, revolving and various grant budgets and their related monthly and annual reports.
2. Organizes all departmental records and compiles statistical data pertaining to the Council on Aging/Callahan Center.
3. Verifies and processes department's weekly payroll, and attendance records, and forms related to employee benefits and personnel records.
4. Maintains and prepares expense records, purchase orders and bill warrants using Munis system.
5. Receives and turns over all fees collected to the Town Treasurer's Office.
6. Supervises volunteers and or other staff assigned by the Director to accomplish related projects.
7. Orders and maintains supplies/equipment inventories and plans replacement accordingly.
8. Records minutes of staff meetings and any other meetings as requested by the Director.
9. Prepares monthly reports for Council on Aging Board meetings.
10. Orients and updates employees to policies, forms and procedures of the Callahan Center and the Town.
11. Develops and maintains effective and cooperative relationships with staff and other town departments, such as, Accounting, Human Resources, Treasurer and Division Financial Manager.
12. Relays information from MCOA, NCOA and NISC related to best practices and latest developments.
13. Performs other related tasks as assigned or directed.

Recommended Minimum Qualifications:

Education and Experience:

- Bachelor's degree in an appropriate discipline preferred (or equivalent level of proficiency based on work experience).
- Minimum of three years previous job-related experience, within the most recent two years.

Special Requirements: CPR and AED certification.

Knowledge, Abilities and Skill

- Proven proficiency in fundamentals of accounting and personnel and file management.
- Excellent computer skills and proficiency in MicroSoft Office Suite, with a focus on spreadsheet design.
- Excellent oral and written communication skills.
- Proven ability to prioritize in a multi-tasking environment.
- Proven ability to respond to and resolve sensitive issues with co-workers, vendors and volunteers.
- Proven ability to exercise sound judgment and take independent initiative, as necessary.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment and packages of paper.

Motor Skills:

Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling or lifting office equipment, and sorting of papers.

Visual Skills:

The employee is required to routinely read documents and reports for understanding.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.